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RMS (5/29/59)

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5/28/59

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

SKM

27 May 1959

TO :

FROM : Chief, Records Management Staff

SUBJECT: Stocking of Pressboard Folders

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1. Agency Notice [redacted] of 19 May 1955 established three types of heavy duty (pressboard) folders as standard items, to be issued under controlled conditions. These folders are carried under stock numbers 7530-H05-1017, 1018, and 1019.

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2. To control the issuance of these folders, it was determined at the time that they should be stocked only at the [redacted]. However, since then, the BSO Branch in the R&S Building has been established, and it has been determined that these folders can be stocked by the BSO Branch without loss of issuance control. This change should also shorten considerably the time now required to obtain these folders from stock.

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3. Form No. 88, Requisition and Shipping Instructions for Supplies and Equipment, is no longer required for these folders. Instead, Form No. 1490, Requisition or Turn-in for Administrative Supplies and Equipment, may be used. The BSO Branch will honor only those requisitions bearing the Area Records Officer's certification required by N [redacted].

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4. Your dissemination of this information will be appreciated.

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